



**AGENDA**  
BOARD OF TRUSTEES  
BENBROOK PUBLIC LIBRARY DISTRICT  
1065 Mercedes Street Benbrook, Texas

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***January 17, 2022***

Open to the Public

Regular Meeting: 6:30 P.M.

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

- I. **Call to Order**
- II. **Public Comment** - Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. The library board president may impose a time limit for each speaker.
- III. **Approval of Meeting Minutes** - Regular Session – December 13, 2021
- IV. **Reports**
  - A. Report by Interim Library Director of notable activities for the District during December 2021 including meetings attended, District business conducted, financial transactions, programs presented, and progress in the application of technology to library services.
  - B. Investment Officer, Board of Trustees, Report of Status of the District's Investments & TexPool statements as of December 31, 2021
  - C. Treasurer, Board of Trustees, Report of financial status of the District as of December 31, 2021 including income, expenditures, and accounting reports.
- V. **Old Business**
  - A. Consider Library Director employment agreement
- VI. **New Business**
  - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
  - B. Consider Interim Library Director's Transition Plan, next phase
  - C. Engagement Letter with auditors - Kirk and Richardson, P.C.
  - D. Consider Vendor Contract procedures
  - E. Consider Updated Library Policies
  - F. Consider Library Calendar 2022
  - G. Building Committee update with Maureen Arndt
  - H. Removing former board member from accounts

VII. **Adjournment**

*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D & E, or Texas Government Code section 418.183(f). Before any closed is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

**MINUTES**  
**BENBROOK LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**

January 17, 2022  
Benbrook Public Library District  
1065 Mercedes Street  
Benbrook, Texas 76126  
Regular Meeting at 6:30 pm

Members Present: Carol Hafer; David McClellan; Larry Vickers; Rachel Moore  
Also Present: Erica Richardson;

**I. Call to order:**

Carol called this regular board meeting to order at 6:30 pm.

**II. Public Comment:**

A. No public comment.

**III. Approval of Meeting Minutes:**

A. Larry moved to accept the minutes from the December 13, 2021, regular board meeting. David seconded the motion and the ayes confirmed motion approval.

**IV. Reports:**

A. Library Director Report:

Erica presented the library director report. The board discussed the library report.

B. Investment Officer Report:

Report pending

C. Treasurer's Report:

Sales Tax	137,847.34
Grants	0.00
Fines, Fees, Royalties	925.76
Library Sales	817.48
Donations/Gifts	0.00
Interest from Bank Accounts	24.23
Interest from TexPool	38.55
Total Income	139,653.36
Total Expenses	(166,389.87)

Net Income	(26,736.51)
Balance Brought Forward for Month	700,777.30
Bank Adj'd Balance + TexPool	1,779,533.96
Bank Unreported Transactions	(92,168.95)

Rachel read the December 2021 Treasurer's report. The board discussed the report.

**V. Old Business:**

- A. Consider Library Director employment agreement.

The board discussed the employment agreement, although no action was taken.

**VI. New Business:**

- A. Executive Session pertaining to personnel matters (*Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*)

Carol called for the meeting to go into executive session at 7:20 pm.

Carol called for the meeting to come out of executive session at 7:53 pm.

- B. Consider Interim Director's Transition Plan, next phase

The board discussed the presented transition plan.

Rachel moved to accept phase three of the transition plan which promotes the STEM

Coordinator to Building and Facilities Manager and promotes the Librarian Assistant to Adult Services Librarian. David seconded the motion and the ayes confirmed motion approval.

- C. Engagement Letter with auditors – Kirk and Richardson, P.C.

Rachel moved to accept the auditor engagement letter. Larry seconded the motion and the ayes confirmed motion approval.

- D. Consider Vendor Contract Procedures

Ann Wright presented concerns about having a cleaning services contract. After discussion, the board decided that Ann would present a document draft listing her duties and a list of people that have access to the library through her company.

- E. Consider Updated Library Policies

Erica presented the personnel policy draft and the library bylaws. After discussion, Larry moved to accept the first draft of the policy manual and the library bylaws. Rachel seconded the motion and the ayes confirmed motion approval.

- F. Consider Library Calendar 2022


Erica presented the 2022 Library Calendar. After discussion, the board accepted the 2022 Library Calendar.

G. Building Committee update with Maureen Arndt

Maureen Arndt presented the updated adjacency drawing of the new building plans.

VII. **Adjournment:**

Larry moved for the meeting to adjourn. David seconded and the ayes confirmed motion approval.  
Carol adjourned this regular board meeting at 8:30 pm.



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Reviewed/Corrected/Approved  
David McClellan, Board Secretary



# January 2022 Snapshot

## Visitors



Door Count **5,579**



Phone Calls **1072**

Volunteers 40

## Study Rooms



Conference Rooms **103**

Library Booths **41**

## Circulation



Benbrook Checkouts **10,557**

MetroShare Checkouts **859**

Library Card Holders **10,574**

New Library Cards **101**

## Technology

Computer **687**

Wifi **509 clients**

## Makerspace

Laser **70** Cricut **3**

3D Prints **5** Laminator **6**

Poster Printer **75**



## Social Media

Facebook Likes **2,600** Posts **27**

Instagram **374** Posts **1**

TikTok **189** Videos **0**



## ILL



Received **99**

Shipped **32**

Patrons **42**

## Digital Library Resources



**1,370**



**363**



**9**



**0**



**0**



**1,157**



**0**



**18**



CuriosityStream **2**

## Programs

### Adult

Programs **13**

Attendance **176**

### Youth

Programs

Attendance

### Makerspace

Programs **8**

Attendance **56**

Code Club **63**